

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Dept of Corporations-Acctng
1515 K Street, Suite 200
Sacramento, CA 95814

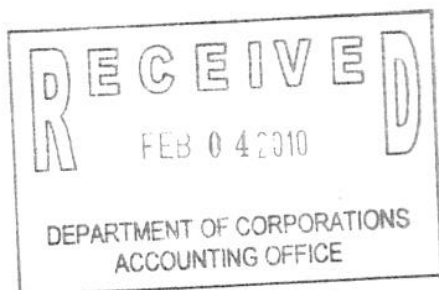


Employee Name	Dufauchard, Preston
Expense Dates	01/07/10-01/21/10
Total Expense Amount	550.81
Amount Due Employee	191.81
Form ID	TEA000589102

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	01/11	Railroad Fare	29.60	
2)	01/19	Railroad Fare	29.60	
3)	01/20	Railroad Fare	29.60	
4)	01/21	Parking, Auto	11.01	



2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	
2)	ER Department Policy #4	Rental car receipt is required for this expense item.	

I have reviewed the following documents.

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Approved by: _____

Travel & Expense Account Summary

Employee Name Preston Dufauchard
Expense Dates 01/07/10-01/21/10
Report Name Jan Claim - Preston

Request Total \$ 550.81
Direct Charge Total - 359.00
Travel Advances - 0.00
Net Due Employee = 191.81

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Sacramento	180.80
Regular Travel	LA Trip	370.01

NOTE: (d) Direct Charge

DATE	Thu Jan 21									TOTAL
Commercial Air Fare (d)	307.40									307.40
Auto Rental (d)	51.60									51.60
Parking, Auto	11.01									11.01
TOTALS \$	370.01									370.01

DATE	Thu Jan 7	Mon Jan 11	Tue Jan 19	Wed Jan 20						TOTAL
Mileage, Personal Auto	92.00									92.00
Railroad Fare		29.60	29.60	29.60						88.80
TOTALS \$	92.00	29.60	29.60	29.60						180.80

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Sacramento	01/07/10	Mileage, Personal Auto	92.00	Cash
Non-Travel Expenses	Sacramento	01/11/10	Railroad Fare	29.60	Cash
Non-Travel Expenses	Sacramento	01/19/10	Railroad Fare	29.60	Cash
Non-Travel Expenses	Sacramento	01/20/10	Railroad Fare	29.60	Cash
Regular Travel	LA Trip	01/21/10	Commercial Air Fare	307.40	Direct Charge
Regular Travel	LA Trip	01/21/10	Auto Rental	51.60	Direct Charge
Regular Travel	LA Trip	01/21/10	Parking, Auto	11.01	Cash